

INSTRUCTIONS FOR REQUESTING COURSE ENTRIES IN CHRIS

1) When to enter a course into CHRIS?

Only DOE courses go into the “Course Table”, that is, those that are “Internal”. This is the criterion for Internal and External courses:

Internal Course: DOE-developed and delivered course or DOE controls two of the following three factors:

1. Content
2. Instructor
3. Site

(In lay terms, “DOE owns it.”)

External Course: Any course that does not fit the definition of internal course.

2) Who enters courses into CHRIS?

The initial entry of a course into CHRIS is reserved for the Corporate Level. **Prior to that, you need to conduct a search of the course table to determine if the same course, or one substantially the same, is already in the system.** If it is not in CHRIS, submit the request using the following link, <http://chris.inel.gov/tag/CHRIScourse.htm>. Please note the following:

- a) The same course with a different delivery method is entered as two separate courses. If the course covers more than one type, enter the primary area for type of course and use “Course Description” or “Course Notes Sections” to highlight the additional types covered by the course.
- b) You will be asked to provide the following information for the Corporate Course Review Screen:
 1. Course Title
 2. Short Title (for local use)
 3. Min/Max # of Students
 4. Course Type
 5. Duration in Hours
 6. Primary Delivery Method
 7. Description
 8. Course Objectives
 9. Audience
 10. Notes
 11. Prerequisites
 12. Equipment Needed

Corporate Human Resources Information System (CHRIS)

Training Administration Course Table

Input Sheet

Please prepare one form for each course (not for each session). Fields marked with an ‘*’ are required.

Course Table 1 Screen:

* **Organization:** (example OR, SR, EM, etc. will be displayed as the Session Owner)

* **Course Title:** (30 characters maximum)

* **Local Course Code:** (10 characters maximum. Will be displayed as Short Title)

* **Select one of the following Course Types:**

- | | | |
|----------------------------------|-----------------------------------|---------------------------------|
| // Academic Course | // Communications Skills | // Computer Skills |
| // Conference, Seminars, Expos | // Construction/Maintenance Tech | // Contract, Proc, and Prop Mgt |
| // Craft Skills | // DOE Documents or Information | // Engineering and Technical |
| // Environmental, Safety, Health | // Equal Employment Opportunity | // Facilitator Program |
| // Finance and Accounting | // General Administrative | // Human Resource Issues |
| // Legal Issues | // On-the-Job Training | // Operations Technical |
| // Power Plant Operations | // Power Systems Operations | // Program/Project Management |
| // Quality | // Safeguards and Security Issues | // Secretarial/Clerical |
| // Supervisory and Management | // Walkdown Tour | |

* **Select one of the following Primary Delivery Methods:**

- // Audio // Computer // Instructor // On-the-Job // Self Study // Tech Suptd // Video

* **Minimum Number of Students for Class Conduct:**

* **Maximum Number of Students:**

* **Course Duration**

(Hours)

Continuing Education Units:

Cost Per Student:

Cost Unit:

Day

Hour

Month

Pers/Hour

Week

Year

* **Select one of the following Course Offering Frequencies:**

- // Annually // As Required // Twice a Year // Monthly // Quarterly // Semester // Trimester

Prerequisite Courses (Enter Course Code):

For CHRIS Entry Purposes Only

Course No. Assigned _____

Date Entered _____

Entered by _____

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Course Description Screen:

*** Description:**

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Please provide one form for each course (not for each session). Fields marked with an ‘*’ are required.

Course Description Screen:

* **Objective:**

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Please provide one form for each course (not for each session). Fields marked with an ‘*’ are required.

Course Description Screen:

* **Audience:**

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Course Description Screen:

Note: